



Payment and Lesson Policy

This document outlines Clarksville School of Fine Arts, hereby known as CSOFA, Payment and Lesson Policy. These policies will be enforced, with exceptions made at the discretion of management.

1. **Payments:** Tuition payments are due in full prior to the commencement of each month's instruction. For example, tuition for the month of February is due prior to the 1st day of February.
2. **Late Payment Policy:** Payments received after the 15th day of the month will incur a late fee of 5% of the total amount owed.
3. **Termination of Lessons:** Students must provide at least one (1) week's written notice prior to their final lesson to terminate their enrollment in classes with CSOFA.
 - a. **Mid-Month Termination:** If a student terminates their enrollment mid-month, full tuition for the entire month is due and payable in accordance with the School's Tuition Payment Policy.
 - b. **Partial Month Termination with Prior Notice:** If termination notice is provided prior to the commencement of the month, CSOFA may, at its sole discretion, offer a prorated tuition adjustment for the remaining portion of the month not utilized.
 - c. **Failure to Provide Notice:** Failure to provide any notice of termination will result in the student being responsible for payment of one (1) full month's tuition.
4. **Cancellation Policy:** Students are required to provide at least 24 hours' written or verbal notice to the CSOFA Director/Administrator or their instructor for any cancellation of a scheduled lesson. Failure to provide the required 24-hour notice may result in the forfeiture of the scheduled lesson.
5. **Tuition Payments:** Tuition payments reserve the student's designated timeslot for the entire month, regardless of the number of lessons scheduled within that month. This ensures the consistent availability of the reserved timeslot for the student.
6. **Student Cancellations:** Student cancellations are not subject to refunds or credits for the following month. While CSOFA will make every effort to schedule a makeup lesson, the availability of a suitable makeup time cannot be guaranteed. Group classes do not have make-up classes for individual student cancellations.
7. **Teacher Cancellations:** Teacher cancellations will result in either a substitute instructor taking the class, rescheduled makeup lesson or a credit towards future tuition.
8. **Holidays and Breaks:** The School may, at their own discretion, provide an alternative lesson time or activity to compensate for lessons missed due to holidays or scheduled breaks.
 - a. **Alternative Activities:** Alternative activities may include, but are not limited to, parties, performance events, workshops, master classes or other engaging activities that do not require additional out-of-pocket expenses for the student.
9. **Pay Per Lesson (PPL) Option:** Students may elect to pay for lessons on a per-lesson basis (PPL).
 - a. **Schedule Changes:** Selecting the PPL option will result in a change to a "Schedule as You Go" format, where students will not be guaranteed a specific weekly time slot.
 - b. **Pricing:** The per-lesson fee may be higher than the standard monthly tuition rate.
 - c. **Switching from Tuition to PPL:** Students who wish to switch from the standard monthly tuition to the PPL option must provide written notification to CSOFA no later than the last full week of the current month. Changes in payment structure cannot be made mid-month while a monthly tuition payment is still in effect.

Initials: _____

Date: ____/____/20____

Payment Options

Available Payment Methods:

CSOFA accepts the following payment methods for tuition and fees:

- **CashApp:** (Preferred) - Payments can be made to **\$cpsfinearts (George Huff)**, If you do not have a CashApp account, please contact CSOFA before attempting to sign up.
- **Venmo:** Payments can be made to @csofa
- **Cash:** Payments in cash are accepted. CSOFA will provide a digital receipt for all cash payments received directly.
- **Check:** Payments by check are accepted. All checks should be made payable to "CSOFA" and can be submitted in one of the following ways:
 - Delivered in person to the CSOFA director/administrator at the school.
 - Mailed to: CSOFA, C/O Gabriel Huff, 910 Lindsey Dr., Clarksville, TN 37042.
- **Online and Autopay:** Online payment and autopay options are available through www.mymusicstaff.com. Students who require login credentials should contact CSOFA directly. A login link for new user creation can be provided upon request.
- **PayPal:** Payments via PayPal are accepted upon request. Students interested in paying via PayPal should text or email CSOFA with their PayPal email address. An invoice will then be sent for payment.

New Student Contact Information

Student First Name: _____ Student Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

A one-time Non-Refundable Registration Fee of \$25 is required in order for student to be attend classes.

Regarding Photography and Recording: By enrolling in classes at CSOFA, I understand and hereby consent to the following:

- **Photography and Recording:** I acknowledge that I or my student may be photographed or recorded during classes, performances, or other school-related events.
- **Use of Images and Recordings:** I authorize CSOFA to use such photographs and recordings for any lawful purpose, including but not limited to:
 - Advertising and promotional materials (e.g., brochures, flyers, website, social media)
 - School publications (e.g., newsletters, yearbooks)
 - Documentation of student progress

I hereby certify that I have read, understood, and agree to all terms and conditions outlined in the CSOFA Student Information, Payment and Lesson Policies, including but not limited to: Tuition Payment Policies, Cancellation Policies, Lesson Policies and Payment Options.

Printed Name of person responsible if said person is different than Student.

Last Name: _____ First Name _____

Signature _____

Date ____/____/20____